

JACKSONVILLE POLICE DEPARTMENT

Policy: 14-2
Effective: 01-01-09
Revised: 01-18-21

PROPERTY & EVIDENCE CONTROL

PURPOSE: To outline the procedure of this Department with respect to property, contraband or evidence that is seized. All property will be dealt with under this policy.

POLICY: It is the policy of this Department to provide for the reasonable safekeeping of all property that comes into the possession of this Department. With respect to evidentiary items, this Department shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

DEFINITIONS:

- I. EVIDENCE: Property that is evidence in an investigation or property that may be evidence in a case but has not been connected with any specific arrest or crime report at the time the property is recovered.
- II. FOUND PROPERTY: Property that has been found by an officer or a private citizen and is of no apparent evidentiary value.
- III. RECOVERED PROPERTY: Property confiscated by law enforcement personnel which is believed to have been stolen.
- IV. SEIZED PROPERTY: Property or contraband that has been seized during the execution of a lawful act by an officer. The ownership of the property may or may not be established. This includes any property seized in asset forfeitures.
- V. SAFEKEEPING: Personal property of an individual under arrest that is not evidence.
- VI. STORED PROPERTY: Property that the identity or the owner is known and the owner has failed to claim.
- VII. SENSITIVE ITEMS: Property that, because of its value or nature, is more appropriately stored separately. Sensitive items include but are not limited to drugs, firearms, jewelry, and cash.

PROCEDURES:

- I. GENERAL PROVISIONS
 - A. All items submitted for storage in the Property/Evidence Room shall have an incident/offense report completed detailing the circumstances by which the property came into the Department's possession and describing each item of property obtained.
 - B. All items submitted for storage in the Property/Evidence Room will be logged into the Barcode Evidence Analysis, Statistics, and Tracking (BEAST) System and placed into the appropriate temporary locker before the end of the officer's tour of duty. (12.03)
 - C. All property acquired through civil process or asset forfeiture proceedings will be accounted for in Department records and disposed of pursuant to legal authority. (12.01)

1. Officers will complete an Asset Forfeiture Packet (JPD Form 14-2a) and return it to the Civilian Property/Evidence Technician (CPET) by placing it in the temporary lockers;
 2. If a vehicle is seized, the officer will place the keys, vehicle registration, insurance information, and vehicle title (if available) in the designated envelope;
 3. Monies that are seized will be counted by at least two (2) officers, one of which will be a supervisor, and placed in the clear plastic self-sealing bag provided. Officers will fill out the front side of the bag and enter the information into the BEAST System and place the bar coded sticker on the back of the bag;
 4. Any other items that are seized will be entered into the BEAST System; and/or
 5. Items placed into the BEAST System will be placed in the temporary lockers.
- D. Motorized vehicles will be stored at a location designated by the Chief of Police.

II. SECURITY OF PROPERTY/EVIDENCE ROOM (12.01, 12.04)

- A. Only personnel assigned by the Chief of Police will be authorized access to the Property/Evidence office and storage areas. Authorized personnel will accompany all other personnel that enter the evidence storage areas.
- B. The CPET will document in the Property/Evidence Room Log Book (JPD Form 14-2b) the time and date of entry, the name of the person(s) that entered the area, and the reason for entry.
- C. All property/evidence within the control function will be secured during non-business hours or when authorized personnel are not present.
- D. Items will be placed in the temporary lockers in the evidence packaging area. Those items needing to be refrigerated will be placed in the refrigerated temporary locker. Large items and bicycles are to be placed in the temporary storage room on the North side of the building.

III. PROPERTY/EVIDENCE SUBMISSION PROCEDURES (12.01)

- A. Property and evidence should be stored in an appropriately sized locker.
- B. Each package submitted into the property/evidence shall have a bar coded label attached.
- C. Whenever possible, all evidence will be packaged in the smallest appropriate container (cardboard box, paper sack, or envelope).
- D. If the property/evidence is submitted in a paper sack, the sack should be sealed completely with red evidence tape and the officer's initials and badge number written on the seal. **Do not use staples to secure the evidence packaging.**
- E. If the property/evidence is submitted in an envelope, the envelope should be sealed completely with red evidence tape and the officer's initials and badge number written on the seal. **Do not use staples to secure the evidence packaging.**
- F. Guns and knives shall be placed in the appropriate sized box (pistol, long gun, or knife box) and secured with plastic zip ties. The box will be sealed with evidence tape on all sides and the officer's initials and badge number will be placed on the seal on each side. (See Section V, D for further information.)
- G. Other weapons, such as razors, ice picks, swords, arrows, etc must be covered and made as safe as possible prior to submission to evidence.
- H. If at the time of submission, the collecting officer knows that he intends the evidence to be forwarded to the ASCL, then that evidence should be packaged separately from any other property. The collecting officer must also complete the proper ASCL Lab Submission Form in the BEAST System.